

815 KAR 20:034

Section 2. Continuing Education Course Approval.

- (1) A separate application for approval shall be submitted to the Office on Form PLB-4 provided by the Office for each course offered by a course provider.
- (2) An application for approval of a continuing education course shall be submitted only by approved providers registered with the Office.
- (3) A continuing education course shall provide instruction in at least one of the subject areas specified in Section 3 of this administrative regulation.
- (4) The course application shall include the following:
 - (a) A course syllabus;
 - (b) Name of the course;
 - (c) Name and registration number of the provider;
 - (d) Name of the instructor or presenter along with his or her qualifications;
 - (e) The amount of actual time needed to present the course; and
 - (f) The objective of the course.
- (5) Content changes made to the course shall require resubmission to the Office.
- (6) Course approval shall be valid for two (2) years from the date approved by the Office.
- (7) The Office shall issue a course number for each approved course. The course number and provider's number shall appear on all advertisements for the course.
- (8) Providers shall submit to the Office dates and locations of courses ninety (90) days in advance, and the Office shall be notified at least thirty (30) days prior of changes made to scheduled courses.
- (9) Providers shall provide at least one (1) course in each of the congressional districts within each quarter of the year.
 - (a) Except for a cancellation due to an emergency, a notification of cancellation shall be made no less than five (5) working days prior to the scheduled class;
 - (b) If the class is cancelled, providers shall, at the option of the registrant issue a full refund or reschedule the course;
 - (c) A registrant who notifies a provider of cancellation prior to five (5) working days of a scheduled course shall be allowed the choice of a full refund or to attend a subsequent course; and
 - (d) Provider shall not cancel a course with ten (10) or more registrants.